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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 10 September 1959

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #34

1. Review Lecture for Returnee:

C/PPS attended [] two-hour review lecture for returnees on 8 September 1959. This briefing was very well done, and [] has done a commendable job in gathering and selecting useful and significant information of real interest and concern to the returnee from overseas. Attendance should be compulsory.

2. JOT Program

At the request of C/JOTP and C/A&E, C/PPS held a meeting on 4 September 1959 at 1500 to explain and to discuss the proposed system of training evaluation reports and personal observation reports for the JOT orientation program, September - December 1959. The meeting was attended by []

Two separate one-page reporting forms will be used, as developed by [], and narrative rather than critical or adjectival (Satisfactory, Unsatisfactory, etc.) evaluations will be given. The Skills course will be the only one in which really significant measures of achievement can be gained, other than possibly from individual performances in seminars.

3. Letter to Command and General Staff College

A letter to the Command and General Staff College at Fort Leavenworth was prepared offering the services of Mr. [] to brief members of the forthcoming course on CIA's organization and functions.

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25 YEAR RE-REVIEW

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